

BSB30815

CERTIFICATE III IN RECORDKEEPING



COURSE SUMMARY

COURSE REQUIREMENTS

Total number of units = 12 (5 core units plus 7 electives)

The 7 electives may be selected from the elective units listed or any currently endorsed Training Package at the same qualification level. If not listed below, 1 unit may be selected from either a Certificate II or Certificate IV qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of AQF alignment and contribute to a valid, industry-supported vocational outcome.

QUALIFICATION DESCRIPTION

This qualification reflects the role of individuals who apply some understanding of relevant theoretical knowledge relating to recordkeeping in the workplace. While it may apply to individuals whose sole workplace function is recordkeeping, it will also apply to people working in administration and human resources.

PATHWAYS

Preferred pathways for candidates considering this qualification include; BSB20115 Certificate II in Business or other relevant qualification/s; or with vocational experience in a range of environments providing administration or operational support to business or records systems without a formal business qualification.

After achieving this qualification, candidates may undertake BSB41715 Certificate IV in Recordkeeping.

UNITS OF COMPETENCY

CORE RECORDKEEPING UNITS

BSBRKG301	Control records
BSBRKG302	Undertake disposal
BSBRKG303	Retrieve information from records
BSBRKG304	Maintain business records
BSBRKG305	Review recordkeeping functions

ELECTIVE UNITS

BSBADM311	Maintain business resources
BSBCMM301	Process customer complaints
BSBCUS301	Deliver and monitor a service to customers
BSBFIA301	Maintain financial records
BSBINM302	Utilise a knowledge management system
BSBINN201	Contribute to workplace innovation
BSBINN301	Promote innovation in a team environment
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents

LICENSING/REGULATORY REQUIREMENTS

No licensing, legislative or certification requirements currently apply to this qualification.

ENTRY REQUIREMENTS

There are no entry requirements or pre-requisites for enrolment into this qualification.

DELIVERY OPTIONS

The course delivery is distance based, a number of additional delivery options may be available and include; online; one on one tutorials; group tutorials; face to face courses and workplace delivery. Relevancy Pty Ltd will outline delivery options available to you at the time of enquiry.

ENROLMENT

Enrolment and commencement can be made at any time, you are not tied to semesters and the course is totally self-paced.

UNIT CREDITS

If you hold another accredited vocational qualification/s that is recent and relevant to record-keeping or business some unit credits may be available. Relevancy Pty Ltd will confirm credits on submission of transcript of units undertaken.

COURSE FEES

The course fees will be determined by method of delivery and any credits available. Relevancy Pty Ltd will confirm full course fees prior to the commencement of course and outline payment options. No additional course fees will be imposed once enrolment is made.

ENQUIRIES

This course is delivered by Relevancy Pty Ltd for **McMillan Staff Developments Pty Ltd** – **RTO Code: 88187**. It is an accredited course within the BSB Business Services Training Package.

All enquiries should be directed to Relevancy Pty Ltd:

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